

2019 Girl Scouts River Valleys Cookie Program

Troop Cookie Manager Responsibility Form



The 2019 Girl Scout Cookie Program runs from Saturday, February 9 to Sunday, March 24. Each troop cookie manager must fully complete and submit this form to their designated service unit cookie manager (SUCM) prior to the start of the 2019 Cookie Program (including cookie booth sales). **Forms need to be completed and returned by February 9, 2019.**

Requirements

As a troop cookie manager for the 2019 Girl Scout Cookie Program, I agree to be bound by the following requirements:

- I am a registered Girl Scouts River Valleys volunteer, and demonstrate the Girl Scout Promise and Law in my actions.
- I have read through and understand the Troop Cookie Manager Guidebook. (Contact your SUCM or Girl Scouts River Valleys at girlscouts@girlscoutsrv.org with any questions.)
- I will follow all policies and meet all deadlines.
- I will deposit money promptly and frequently into my troop's bank account.
- I will ensure my troop pays for all cookies received as indicated in Smart Cookies. I understand that the troop assumes financial responsibility for all picked up cookies.
- I assume any and all responsibility for the proper care and storage of all cookies received for the troop, ensuring that cookies are kept indoors in a dry, clean, cool area that is smoke- and pest-free. I understand that I will be held financially responsible for any cookies damaged while in my possession.
- I agree to read the Cookie Press e-newsletter and all other email communications from Girl Scouts River Valleys.

Please initial the following to indicate your understanding and acknowledgment:

- I have read and agree to abide by the requirements above, as well as all Cookie Program policies.*
- I understand I am financially responsible for cookies taken into my troop's possession, and agree to pay promptly.

Responsibilities

Before the sale:

- Attend the in-person training provided by your SUCM. If you are a new troop cookie manager, you must also complete online training found on Volunteers.GirlScoutsRV.org. Returning troop cookie managers who are unable to attend the in-person training must complete the online training.
- Enter and/or verify your troop's bank account information and routing number in Smart Cookies.
- Set your troops' final family cookie return date. Fill in this date on the Family Cookie Responsibility Forms.
- Hold a family cookie meeting and obtain a signed Family Cookie Responsibility Form for each girl and their respective household(s).

During the sale:

- Maintain frequent communication with your service unit cookie manager regarding cookie inventory.
- Ensure troop information in Smart Cookies is accurate and up-to-date throughout the sale (allocate cookies to girls, confirm transactions are correct, and submit girl rewards order).
- Manage the troop's inventory and communicate with families often to set schedules for orders, pickups, and distribution.
- Collect 50 percent or more of money due from families prior to distributing additional cookies.
- Maintain accurate records of inventory and money transactions with families by keeping signed receipts.
- Coordinate troop Cookie Program activities such as booths, cookie donation program(s), etc.
- Ensure girls and adults understand acceptable Cookie Program activity etiquette.

After the sale:

- Collect all remaining money due from families and deposit money into your troop's bank account on time. Submit Collection Problem Reports, if necessary.
- Distribute rewards to girls in a timely manner.
- Keep troop records (cupboard receipts, bank receipts, etc.) until December 31, 2019.

Name: _____ Troop number: _____ Date: _____

Signature: _____

*Girl Scout Cookie Program policies available on Volunteers.GirlScoutsRV.org.

Service unit cookie manager retains original copy and keeps on file until December 31, 2019. Troop cookie manager retains duplicate copy.